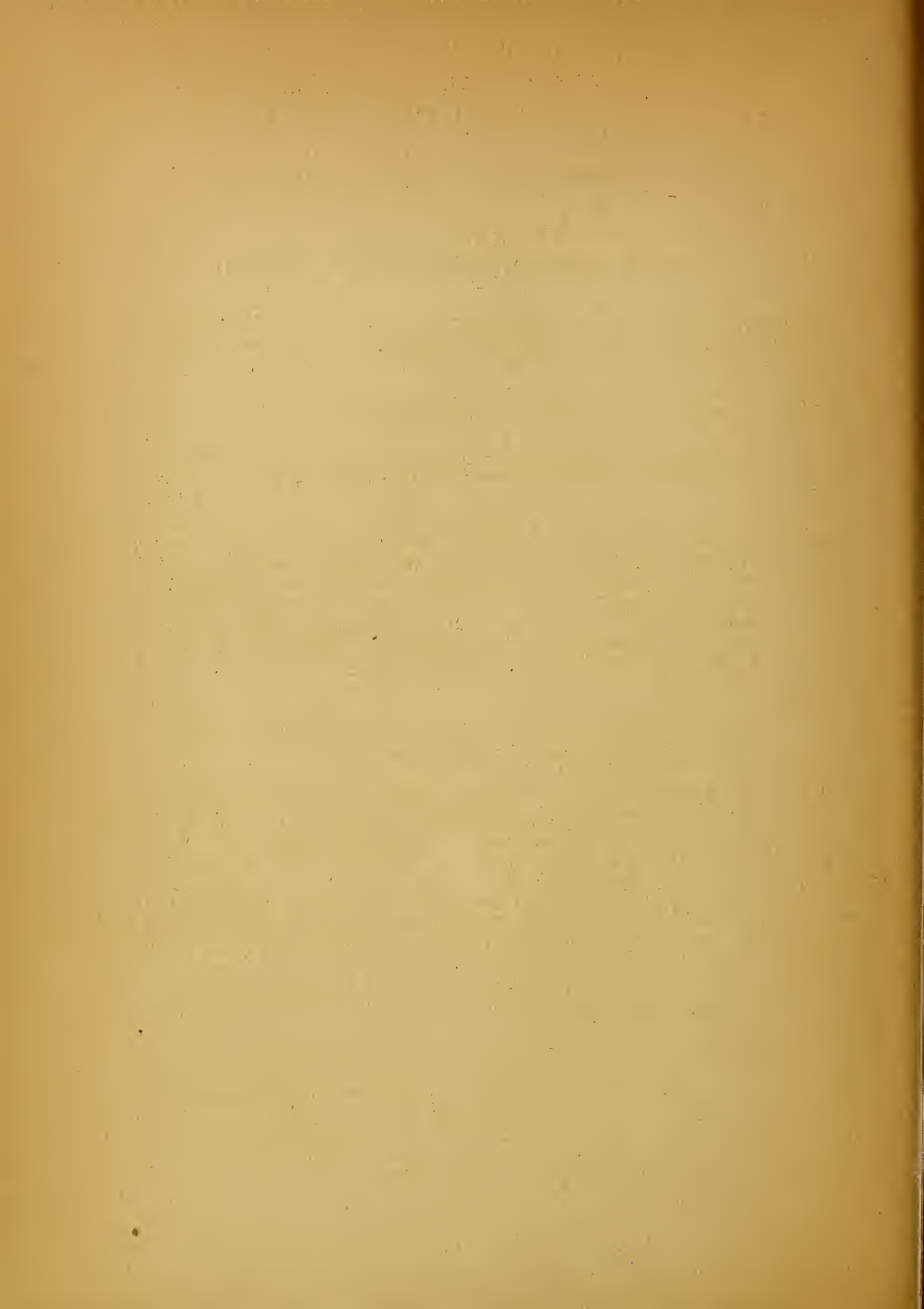


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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

December 10, 1942

ADMINISTRATOR'S MEMORANDUM NO. 15

Supplement D

Procedure in the Packaging or Repackaging of Commodities Other Than Under
Standard Purchase Conditions Except for Those Commodities Purchased Under
Section 32

1. Repacking of Commodities Part of Which Have Been Subject to Damage.

With the large quantities of commodities now being procured, moved and stored by AMA, it is inevitable that occasional damage may occur through commodities going out of condition or through mishaps in handling.

Whenever the Transportation and Warehousing Branch has been notified of such conditions or the warehouse inspectors of that Branch have found commodities out of condition, the Transportation and Warehousing Branch shall notify the appropriate commodity branch of the quantity of products involved, their location and approximate condition. The commodity branch will then inspect the commodities in question, ascertain the extent of the damage and in conjunction with the Transportation and Warehousing Branch, determine the action to be taken to protect the interests of AMA.

If it is necessary to repackage and sort out damaged contents, suitable arrangements therefor shall be made by the commodity branch. Damaged or out-of-condition products should be properly identified and separated from those in good condition. The commodity branch shall then notify the Transportation and Warehousing Branch of the quantity of each lot falling into each category and their proper identification and location.

If the commodity branch has no available outlet for repackaged or reconditioned commodities, the Transportation and Warehousing Branch shall be so notified and it will dispose of such commodities through its Salvage Unit.

2. Repackaging of Stored Commodities to Meet Changed Requirements.

Whenever it becomes necessary to repackage commodities held in store to meet unavoidable changes in requirements of missions or agencies served by the AMA, it shall be the full responsibility of the commodity branch making the original purchase to provide for the repackaging. The Transportation and Warehousing Branch shall take the necessary steps to inform the commodity branch as to the location of the products and make the necessary arrangements for it to have access to the commodity in question.

3. Combining Several Commodities in One Package or Pack.

In those cases in which the AMA is asked to provide a variety of products all placed in one package ready for shipment, the Special Commodities Branch shall ask for bids from vendors for procuring the products and preparing the entire package. If it seems desirable to release to the vendor any commodities the AMA has on hand, the Special Commodities Branch should make suitable arrangements with the appropriate commodity branch. In instances where the vendor needs a priority to obtain one or more of the commodities which go into the package, the appropriate commodity branch will arrange for it on request by the Special Commodities Branch. Purchases of products to go to some agency, such as the Red Cross, which may assemble and pack its own products will be handled in the usual way.



Acting Administrator